AQOL   12 Jan 98

MEMORANDUM FOR CAO COMMANDERS' ROUND TABLE GROUP

SUBJECT: DCMC Memorandum No. 98-33, DCMC Home Page (TASKING)

   This is a TASKING Memorandum. It will expire upon completion of the required action. Target Audience: CAO Commanders' Round Table members.

Requirement:

- Requirement – Provide CAO position NLT 6 Feb 98 on preferred way to structure the DCMC Home Page and the contents thereof. A survey form is at Attachment 1 with which you may solicit individual responses and array data from those responses.
  -
    CAO size of 140) to ensure representative view.
- CAO response form at Attachment 1. Additional input in any form you choose.
- Graphical representations that help illustrate 1) the alternatives of structure and 2) the Home Page features are at Attachments 2 and 3 respectively.

   Richard Horne
   Functional Requirements Team (AQOL)

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                                        Executive Director
                                        Contract Management Policy

We need to decide two important issues in order to make the DCMC HQ Home Page of greatest utility to the Command and the people who use it.

1 - What should the <u>structure</u> or organization of the DCMC Home Page be based on? Because there is so much information on the DCMC Home Page, we need some guiding principle to base its structure on. We know that it is difficult to find exactly what you are looking for on the Home Page because there is so much information there, and it is going to get bigger. We need to have some logic to use for locating all that information. So what guiding principle or logic should we use for that structure?

- Organization (put everything under the organizational element that has responsibility for it)
- DCMC Metrics - the 7 "Rights"
- One Book chapters / processes
- Functional lines (e.g., pricing, engineering, quality assurance, etc.)
- Current menu (i.e., Main, Hot Topics, Library, Teams, etc.)
- Baldrige (Performance Improvement) Criteria
- Random

Another way?
- Other_____

2 - What <u>features/functions</u> and information are essential or very useful to you in performing your job? While we continue to add material that will help everyone be more effective in their jobs, we must constantly help Home Page users find what they are looking for.

- <u>Search</u> - A way to find anything on the Home Page easily via a "search" capability.
- "<u>Push</u>" - A way to have items important to you either sent to you or have notice of their change or addition sent to you (via e-mail).
- <u>Index</u> - An index of <u>all</u> items on the Home Page.
- <u>Site Map</u> - A "site map" of all items on the Home Page.
- <u>Feedback</u> - An on-line means to communicate to the owner of any item (e-mail).
- <u>View Speed</u> - A way to view an item quicker than you can generally do now.
- <u>Graphics-Off Use</u> - A way to effectively use the Home Page if the graphic images are turned off.
- <u>Update List</u> - A list of all items recently updated or added (yesterday and last week) (and a quick means to go to any item on the list).
- <u>Calendar</u> - A calendar of upcoming Command level events (e.g., Commander's Conference, MMR/RUC/EC/BPT, DCMC level team (HQ, District and CAO members) events.
- <u>DCMC Directory</u> - A directory with the name, phone, e-mail address, team name, and other information for <u>all</u> the people in the Command
- <u>Data Sources</u> – A listing of the locations for various data (like a directory for data vice people)

More stuff that could be useful?
- Other features/functions_____
- Other information_____

Sample Response:

Structure of Choice (see Atch 2)	Organization	Metrics	One Book Chapters	Functional Lines	Baldrige (PI) Criteria	Current Menu	Random	Other
% people preferring the choice	%	%	%	%	%	%	%	%

Features (see Atch 3)	Search	Push	Index	Site Map	Feed-back	View Speed	Graphics-Off Use	Update List	Calendar	DCMC Directory	Data Sources	Other Feature or Function	Other In-formation
% people desiring the feature	%	%	%	%	%	%	%	%	%	%	%	Text and %	Text and %

Attachment 1

Following are illustrations of the choices for structuring the DCMC Home Page.

- The Home Page content would be essentially the same as what is on the Home Page at this time and that content is a part of every option.
- The chosen new structure would just reorganize how that content is to be found – how you navigate to it. For every option the initial list represents the first level of indenture. For instance, under Right Advice you can expect to find the various content that related directly to Right Advice – plans, team initiatives and responsibilities, policy, challenges, training material, etc.
- In addition to the primary organization (chosen option), the menu list (at right) will allow navigation to all content via a second "metaphor." This list will also be included on the Home Page along with the chosen primary organization scheme. In other words, you will always get two ways to navigate to anything on the Home Page.

Commander's Office
Command Priority Issues
Daily Update and Suspenses
Command Calendar of Events
Policy, Information, and Data
DCMC Organization/Personnel
Training & Tools
Using the Home Page
Suggestions for Improvement
Index / Search • Everything on the Home Page •Everything Else

Same stuff

Option 1 – Metrics – the "Rights"

Organization by the Metrics

- ⊠ **Right Advice:**
- ⊠ **Right Item:**
- ⊠ **Right Time:**
- ⊠ **Right Price:**
- ⊠ **Right Efficiency:**
- ⊠ **Right Reception:**
- ⊠ **Right Talent:**

Option 2 – Organizational Elements

Organization by the Organizational Elements

- ⊠ **Commander**
  - ⊠ **Acquisition Office**
  - ⊠ **Procurement CIM Systems Center**
  - ⊠ **Special Programs**
- ⊠ **Executive Director, Contract Management Policy**
- ⊠ **Executive Director, Operational Assessment & Programming**
- ⊠ **Executive Director, Program Integration**

Attachment 2

Option 3 – One Book Chapters

Commander's Office
Command Priority Issues
Daily Update and Suspenses
Command Calendar of Events
Policy, Information, and Data
DCMC Organization/Personnel
Training & Tools
Using the Home Page
Suggestions for Improvement
Index / Search
• Everything on the Home Page
•Everything Else

Organization by the
One Book Chapters

⊠Scope and Design:
⊠Operational Concepts and Programs:
⊠Right Advice:
⊠Right Item:
⊠Right Time:
⊠Right Price:
⊠Right Efficiency:
⊠Right Reception:
⊠Right Talent:

Option 4 – Functional Lines (Job Series)

Commander's Office
Command Priority Issues
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DCMC Organization/Personnel
Training & Tools
Using the Home Page
Suggestions for Improvement
Index / Search
• Everything on the Home Page
•Everything Else

Organization along
Functional Lines (Job Series)

⊠ Miscellaneous (000):
⊠ Social Sciences (100):
⊠ Personnel (200):
⊠ General Administration (300):
⊠ Budget (500):
⊠ Medical (600):
⊠ Engineers (800):
⊠ Legal (900):
⊠ Information and Arts (1000):
⊠ Business and Industry (1100):
⊠ Etc.

Option 5 – Baldrige/Performance Improvement Criteria

Commander's Office
Command Priority Issues
Daily Update and Suspenses
Command Calendar of Events
Policy, Information, and Data
DCMC Organization/Personnel
Training & Tools
Using the Home Page
Suggestions for Improvement
Index / Search
• Everything on the Home Page
•Everything Else

Organization by the
Baldrige (PIC) Criteria

⊠Leadership:
⊠Strategic Planning:
⊠Customer and Market Focus:
⊠Information and Analysis:
⊠Human Resource Focus:
⊠Process Management:
⊠Business Results:

Option 6 – Current Home Page Menu

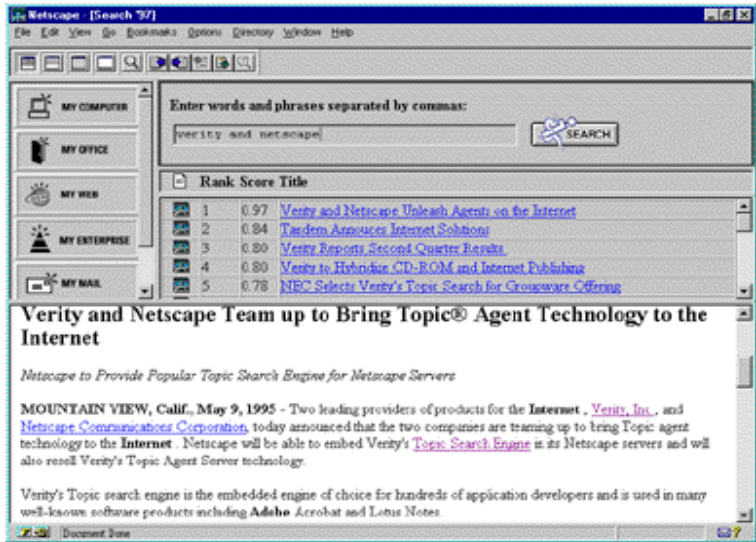| Commander's Office |
|---|
| Command Priority Issues |
| Daily Update and Suspenses |
| Command Calendar of Events |
| Policy, Information, and Data |
| DCMC Organization/Personnel |
| Training & Tools |
| Using the Home Page |
| Suggestions for Improvement |
| Index / Search |
| • Everything on the Home Page |
| •Everything Else |

Organization by the
Current Home Page Menu

⊠ Home:
⊠ Who We Are:
⊠ Hot Topics:
⊠ DCMC Teams:
⊠ Centers:
⊠ Library:
⊠ News and Information:
⊠ Districts:
⊠ Other Sites:
⊠ Index:

Option 7 - Random

Home Page Features:

Search>>>>>>

Quality-Commitment-Satisfaction

Home Page
Index / Search

• Home   • Back   • Process/Plans/Status/   • Rights - Command Metrics
Initiatives/Resources

Push>>>>>>

Quality-Commitment-Satisfaction

Home Page
Push/Pull

Attachment 3

Index>>>>>
(same interface as the Search function – search is limited to the Home Page)

Commander's Office

Command Priority Issues

Daily Update and Suspenses

Command Calendar of Events

Policy, Information, and Data

DCMC Organization/Personnel

Training & Tools
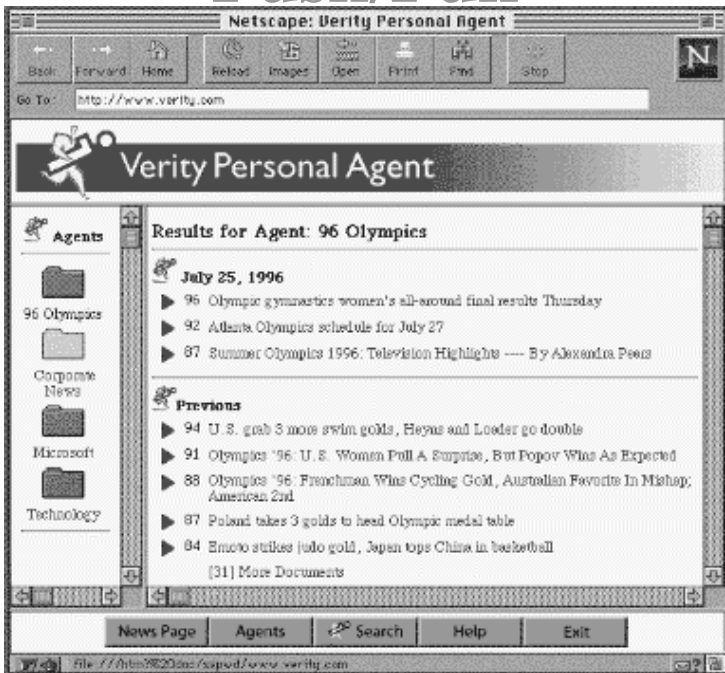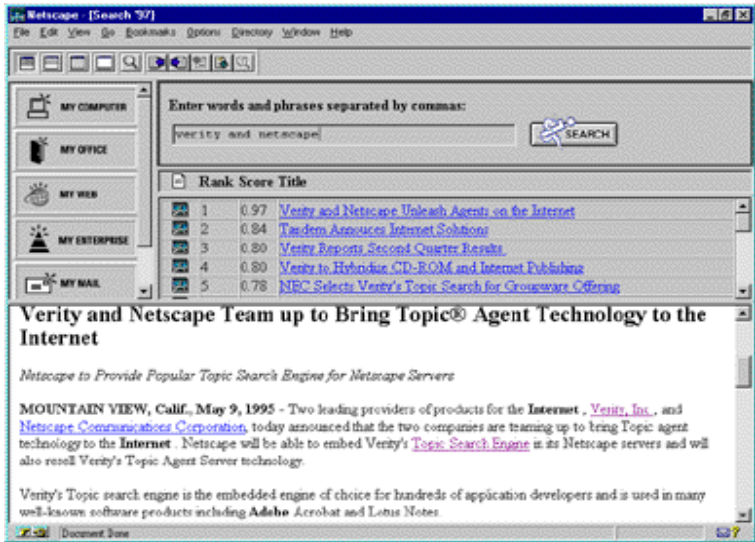
Using the Home Page

Suggestions for Improvement

Index / Search
• Everything on the Home Page
•Everything Else

Quality-Commitment-Satisfaction

Home Page
Index / Search

• Home   • Back   • Process/Plans/Status/   • Rights - Command Metrics
Initiatives/Resources

Site Map>>>>

Commander's Office

Command Priority Issues

Daily Update and Suspenses

Command Calendar of Events

Policy, Information, and Data

DCMC Organization/Personnel

Training & Tools

Using the Home Page

Suggestions for Improvement

Index / Search
• Everything on the Home Page
•Everything Else

Quality-Commitment-Satisfaction

Home Page
Site Map

Site Map

📁 **Front Page**
📄 Commander's Corner
📄 DLA Senior Leaders Conference
📄 Suspense
📄 Management Councils
📄 Command Briefing Corner
📄 OneBook (DLAD 5000.4)

📁 **Who We Are**
📄 DCMC Commitment
📄 DCMC Liaisons
📄 10 Challenges
📄 Office of General Counsel
📄 DCMC Web Policy
📄 DCMC Hq Organization Chart
📄 DCMC Hq Matrix of Responsibility

📁 **News & Information**
📄 CLR Monthly Report
📄 DCMC Team Minutes
📄 AQAA DAR Council Activity Report
📄 DCMC Flight and Ground Mishap Data

📁 **Hot Topic**
📄 Policy
📄 Policy Change Notice
📄 Information

Feedback>>>>

Suggestions

Located throughout the Home Page are the means to respond directly to the "owner" of that part of the Home Page (rather than through some conduit). You are a vital link in the Home Page Improvement Network, please take advantage the opportunity to make it suit our needs.

| Commander's Office |
| Command Priority Issues |
| Daily Update and Suspenses |
| Command Calendar of Events |
| Policy, Information, and Data |
| DCMC Organization/Personnel |
| Training & Tools |
| Using the Home Page |
| Suggestions for Improvement |
| Index / Search |
| • Everything on the Home Page |
| •Everything Else |

Netscape - [vic_szabo@hq.dla.mil]
File Edit View Options Window
Send Quote Attach Address Stop
Mail To: vic_szabo@hq.dla.mil
Cc:
Subject:
Attachment:

Netscape
Start | Microsoft PowerPoint - [Fro... | Lotus cc:Mail - [Mailbox #1... | Netscape - [DCMC Main P... | Netscape - [vic_szab... | 12:49 PM

• **Home**   • **Back**   • **Process/Plans/Status/**   • **Rights - Command Metrics**
Initiatives/Resources

ViewSpeed>>>> Technical approaches to incorporating material, such as briefings, that would allow users to view that material quicker than they now can. No graphic for this feature.

Graphics-Off Use>>>> Browsers (Netscape for example) have the capability to switch off/on graphics. This "feature" would be accomplished by using design guidelines for Home Page material that maximized the material's utility in a "text only" mode.

Update List>>>>

Daily Update

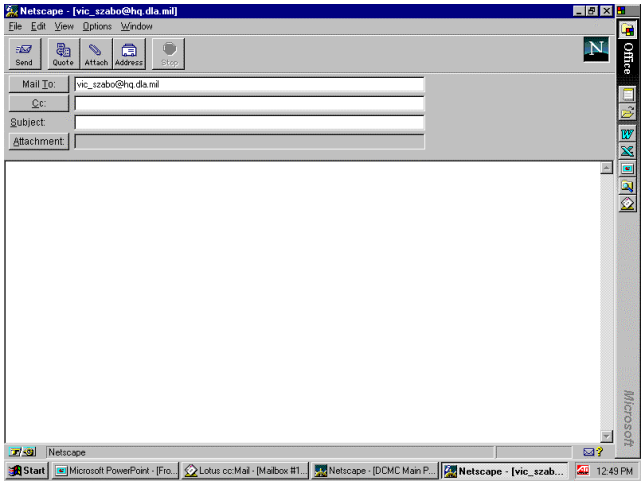| Commander's Office |
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| Training & Tools |
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| Suggestions for Improvement |
| Index / Search |
| • Everything on the Home Page |
| •Everything Else |

• **New Items - Posted Yesterday**

Item	Document Date
One, Item	
Two, Item	

• **New Items - Posted Within Last 5 Working Days**

Item	Document Date
One, Item	
Two, Item	

• **Changes to Pages - Within Last 5 Working Days**

Item
One, Item
Two, Item

Suspense Items

• **Home**   • **Back**   • **Process/Plans/Status/**   • **Rights - Command Metrics**
Initiatives/Resources

Calendar>>>>

Quality-Commitment-Satisfaction

Command Calendar
October 1997

S	M	T	W	T	F	S

• Home   • Back   • Process/Plans/Status/   • Rights - Command Metrics
Initiatives/Resources

DCMC Directory>>>>
(click on the organizational element of choice and you get listing of people in that element or on "DCMC Directory" to get everyone in DCMC at once)

Quality-Commitment-Satisfaction

DCMC Directory

Special Purpose Directories
•10 Challenges POCs
•Matrix of Responsibility - HQ DCMC
•Best Practices w/i Corporations
•CAS Components Directory
•DD 250 POCs
•Delivery Status Reporting POCs
•Performance Improvement Officers

DCMC Directory D W

Web Page Site

Headquarters DCMC Command Group

Operational Assessment & Programming (AQB)
- Business Office (AQBA)
- Business Development/ Marketing (AQBB)
- Planning and Programming (AQBD)
- Command Support (AQBE)
- Business Management & Analysis (AQBF)

Contract Management (AQO)
- Contract Payment & Business Practices (AQOC)
- Contractor Capability & Proposal Analysis (AQOD)
- Property Management, Contract Closeout & Terminations (AQOE)
- Product Design, Development & Control (AQOF)
- Product Manufacturing & Assurance (AQOG)
- Flight Operations, Specialized Safety & Environment (AQOI)
- Workforce Strategy (AQOJ)

Program Integration (AQI)
- Customer Support (AQIA)
- Customer Liaisons

Offices
• Acquisition
• Procurement Corporate Information Management
• Special Programs
• General Counsel

- Transportation (MMLST)
- Overhead Center (DCMDI-C)
- Single Process Initiative

Defense Contract Management District East

Defense Contract Management District West

Defense Contract Management District International

• Home   • Back   • Process/Plans/Status/   • Rights - Command Metrics
Initiatives/Resources

Data Sources>>>>

Quality-Commitment-Satisfaction

Data Sources

The source is a catalog (Impromptu) or "cube" (PowerPlay 5) or "extract" (.cbd file) (PowerPlay 4) that can accessed using an appropriate tool (PowerPlay & Impromptu are the tools of choice within DCMC but some data sources may require other tools/forms of access depending on the state of the data).

Search string

[   ]   Fetch

Forget It

Downloading Catalogs, Cubes and Extracts

• Data Title/Name	• Source
(Data that is needed for analysis of performance, resource management, or other reasons)	(Where to go to get it)